



Acceptable Use and Confidentiality of County IT Resources

Highlights

- **Reduces the costs associated with form printing and handling**

Need to print, collect, and deliver paper are minimized. A single form is worked on and shared throughout.

- **Provides audit trail including whole approval process**

Employee submission and signature is automated along with the manager review and approval. The process can be tracked and notifications are sent to each person as the form moves through the workflow process.

- **Improves tracking and reporting**

Completed forms are stored in a secure repository for easy tracking and retrieval. Upon request, proof of completion can be easily generated. To track submissions, a report is available that shows employee submission status.

- **Provides easy access to County IT policies**

Hyperlinks are embedded in the form for easy access to relevant Board of Supervisor (BOS) policies. By simply clicking on each of the policy names, employee can view the document.

SAMPLE FORM



COUNTY OF LOS ANGELES

AGREEMENT FOR ACCEPTABLE USE AND CONFIDENTIALITY OF COUNTY INFORMATION TECHNOLOGY RESOURCES ANNUAL

EMPLOYEE INFORMATION

Employee Name	Dept Code	Division	Payroll Title
John Doe (e123456)	AU	AU-10000	eForm Specialist

RESOURCE USER AGREEMENT

As a County of Los Angeles (County) employee, contractor, subcontractor, volunteer, or other authorized user of County information technology (IT) resources, I understand that I occupy a position of trust. Furthermore, I shall use County IT resources in accordance with my Department's policies, standards, and procedures. I understand that County IT resources shall not be used for:

- For any unlawful purpose
- For any purpose detrimental to the County or its interests
- For personal financial gain
- In any way that undermines or interferes with access to or use of County IT resources for Official County purposes
- In any way that hinders productivity, efficiency, customer service, or interferes with a County IT user's performance of his/her official job duties

I shall maintain the confidentiality of County IT resources (e.g., business information, personal information, and confidential information).

This Agreement is required by Board of Supervisors Policy No. 6.101- Use of County Information Technology Resources, which may be consulted directly at website <http://countypolicy.co.la.ca.us/6.101.htm>

REFERENCE: BOARD OF SUPERVISOR POLICIES

- 3.040 GENERAL RECORDS RETENTION AND PROTECTION OF RECORDS CONTAINING PERSONAL AND CONFIDENTIAL INFORMATION (paragraph 12-14)
- 6.100 INFORMATION TECHNOLOGY AND SECURITY POLICY (paragraph 3-5-7-8)
- 6.104 ELECTRONIC COMMUNICATIONS (paragraph 3-7)
- 6.105 INTERNET USAGE POLICY (paragraph 1-2-8)
- 6.109 SECURITY INCIDENT REPORTING (paragraph 11)
- 9.015 COUNTY POLICY OF EQUITY (paragraph 4)

Manager's Signature

Date

Please click SEARCH button to list all of your alternative supervisors.

SEARCH

Jane Smith (e654231)

Route To Approver

ACKNOWLEDGMENT

I HAVE READ AND UNDERSTAND THE ABOVE AGREEMENT:

Signature

Date

Click to Sign